

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
Departments and Agencies

DATE: October 27, 2000

FROM: Robert A. Poll, Associate Controller

SUBJECT: THANKSGIVING HOLIDAY PAYROLL

This is to inform you that due to the Thanksgiving Holiday on Thursday, November 23, 2000, it is imperative that you transmit your payrolls to us **no later than 4:00 PM on Monday, November 20, 2000.**

Failure to comply will result in a straight payroll to be processed for your agency. Please make whatever plans are necessary at your agency for this compliance.

Thank you in advance for your anticipated cooperation.

/sc
CPO:01-04